

POSITION DESCRIPTION: AAUW FL DIRECTOR FOR PROGRAM

Overview of the position: Assist state officers and branches in advocating for all women and girls through the development and implementation of mission-based programs and other projects that promote education and equity. The Director for program shall advance the AAUW mission and priorities as determined by AAUW and the AAUW Florida Board of Directors.

Overall Responsibilities:

- Establish and utilize a state program committee to plan and implement AAUW FL programs or other state equity programs and projects. Members of the committee should include but not limited to the Leader-on-Loan Coordinator, Creative Writing Chair, and Mini-Grant Chair.
- Establish e-mail group lists of branch program vice-presidents directors for use in disseminating state and AAUW program information in a timely and efficient manner. and for sharing information about successful branch programs.
- Serve as a consultant to assist branches and interbranches in program development in programmatic areas..
- Plan and oversee the program components of the state convention and statewide meetings with the assistance of the program committee, and in coordination with the state President and the convention Local Arrangements Chair.
- Ensure that program priorities are included in the AAUW FL strategic plan.
- Evaluate previous program efforts and assess state program needs.
- Work with other state officers and committees to integrate program goals with other state priorities.
- Participate in coalitions that will help promote AAUW's program agenda.

Specific responsibilities to branches: Establish a communications schedule with branch program vice-presidents. Share successful branch programs among branches.

Specific responsibilities to AAUW: Disseminate program information received from National to the state board, branches, and community. Inform AAUW about branch and state program activities. Encourage members to complete the every-member survey to help set AAUW program priorities.

Specific skills helpful to the position: strategic planning and goal setting, program planning and development, communications, team building, coalition building, mentoring, intercultural sensitivity and understanding, familiarity with on-line social media and e-mail group lists.

Time commitments: Serve on the AAUW FL state board; attend all state board meetings, annual meetings, workshops, statewide membership meetings and state conventions. Attend the AAUW national convention when possible. Stay up to date on all AAUW initiatives.